



CourtNet – Search Results

TITLE SCREEN – PP Slide – CourtNet Search Results

V.O. Narrator: *“In this training video, we will explore how to interpret the key elements of the Search Results page. Search results will differ greatly depending on the criteria entered.”*

TITLE SCREEN – Search Results by Party Page

V.O. Narrator: *“Let’s start by looking at a results page for Search by Party.”*

The number in parenthesis next to search results is the number of cases returned based on search criteria entered.

In returning a result set from one of the search options, CourtNet is designed to be more inclusive than less. The system will return all records with an exact match to the criteria you entered and through the use of additional logic and Sound-ex, the system will return “like” results. In other words, it returns results that sound similar or are close in spelling to your search criteria. Through a relevancy ranking, the records most relevant to your search criteria will be sorted at the top of the search results. Less relevant records will display at the bottom.

The search results page provides an at-a-glance case summary view and displays party name, party type, personal identifiers, county name, case number, case type, and case title. The case number exists as a hyper link with additional case information available upon selection, such as, parties, charges and scheduled events.

CourtNet also uses color coding, hover text, and visual indicators in representing case data to help group cases and highlight important case details. For example, active cases or cases that have a future scheduled event, will display in green font. Inactive cases will display in black font.

Visual indicators for cases with an active Warrant (W), Summons (S) or Failure to Appear (FTA) status will appear in the summary case view. Party type and case type identifiers will also be displayed with the entire description available as you “hover” over the respective text.

Results under the blue bar area are considered possible matches for the same person and are grouped together. You will notice these results are often grouped



together by additional identifiers such as race and sex, date of birth, social security number, and driver license number.

Results under the gold bar are not similar. This is often because the resulting record represents a civil case or there was not enough “like” criteria to match with other cases.

Interpreting search results is intuitive, to a large degree. However, the results are only as complete and logical as the criteria used to execute the search. For pointers on search criteria, refer to the CourtNet Search Options video.

Search results may be added to the case cart and printed in summary or in detail.

PP Slide – PP slide additional videos

“To learn more about what you can do with search results, refer to the CourtNet Additional Features video.

Other videos are also available for your review.

This concludes the CourtNet Search Results video.”

TITLE SCREEN – PP Slide with questions/contact information

V.O. Narrator: *“For CourtNet Product & Account Information, contact the AOC Service Desk at 800-860-4262 or CourtNetHelp@kycourts.net.*

If you have forgotten your KBA Password, visit www.kybar.org and click on Password Reminder.

Direct all other questions about your CourtNet login to the Kentucky Bar Association at 502-564-3795 x249 or cjones@kybar.org.”